Early Retiree Reinsurance Program (ERRP)
Application Submission Dos and Don'ts Checklist

November 2, 2010

Dos:

Do read the ERRP Common Questions.

Do make sure you are completing the appropriate version of the official Early Retiree Reinsurance Program Application, as follows: If your application is postmarked after November 9, 2010, you must complete the version of the application that was posted November 2, 2010. If your application is postmarked November 9, 2010 or before, **and** you have not started to complete the version of the application that was posted August 9, 2010, you must use the November 2, 2010 version of the application. However, if you had already started to complete the August 9, 2010 version of the ERRP application, you may submit that version provided it is postmarked no later than November 9, 2010

Do read the appropriate versions of the ERRP Plan Sponsor Application Instructions and "Application Submission Dos and Don'ts". If you are completing the version of the ERRP application that was posted on November 2, 2010, you must read the versions of the ERRP Plan Sponsor Application Instructions and "Dos and Don'ts" that were posted on the ERRP Website on November 2, 2010. A sponsor completing the August 9, 2010 version of the ERRP application should instead read the ERRP Plan Sponsor Application Instructions posted August 24, 2010 and "Dos and Don'ts" posted August 9, 2010. Please contact HHS' ERRP Center if you need copies of those previously posted Plan Sponsor Application Instructions, and "Dos and Don'ts".

Do fill in every required field on the application. Incomplete applications **will not** be accepted.

Do attach additional pages, as necessary. Attachments must be typewritten, in 12 point font or larger, clear and dark enough for scanning, and on 8.5 inch x 11 inch paper. Also, if attachments are intended to respond to or amplify a response to a specific question, please reference that attachment in the part of the application where a response to that question should be entered.

Do print a copy of your completed application for signature by the Authorized Representative and submission to the HHS ERRP Center.

Do have your Authorized Representative sign the original application (page 10). More information about who can serve as the Authorized Representative can be found in the Common Questions section of the public website.

Do keep a copy of your application for your records.

Do send, using the U.S. Postal Service, a hardcopy of the signed (wet signature) original ERRP application (i.e. not a photocopy) and attachments (if any) to:

> HHS ERRP Application Center
> 4700 Corridor Place, Suite D
> Beltsville, MD 20705

Don'ts:

Don't send your application to any address other than the one listed above. ERRP applications will only be accepted at that address.

Don't use any other application format other than the appropriate version of the official Early Retiree Reinsurance Program Application, as specified above. Any draft or other version will **not be accepted**.

Don't send in a handwritten application.

Don't send multiple copies of an application.